

PeopleSoft

Printing the NDS Department Action Notices Report

June 29, 2004



Breadcrumbs: **Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Department Action Notices**

REQUESTING A NDS DEPARTMENT ACTION NOTICES

Use the following navigation to 'NDS Department Action Notices' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft web interface for the 'NDS Department Action Notices' report. The top navigation bar includes 'Home', 'Worklist', and 'Help' links. Below the navigation bar, the breadcrumb trail is displayed: 'Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Department Action Notices'. A 'New Window' link is visible on the right. The main heading is 'NDS Department Action Notices'. Underneath, there is a section titled 'Find an Existing Value'. This section contains a text input field for 'Run Control ID:', a 'Case Sensitive' checkbox, and two buttons: 'Search' (highlighted in yellow) and 'Advanced Search' (a blue link). Below these options is a link labeled 'Add a New Value' in purple. An arrow points from the 'Add a New Value' link towards the 'Run Control ID' input field.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

On the screen on the following page you need to Click 'Run'.

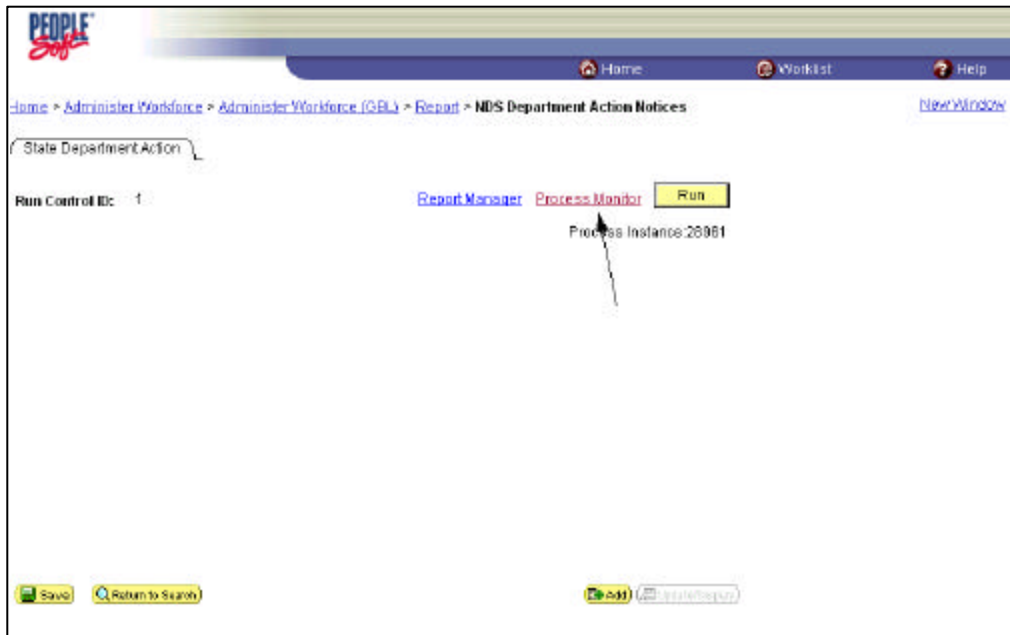


The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select "Web" for the Type and 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

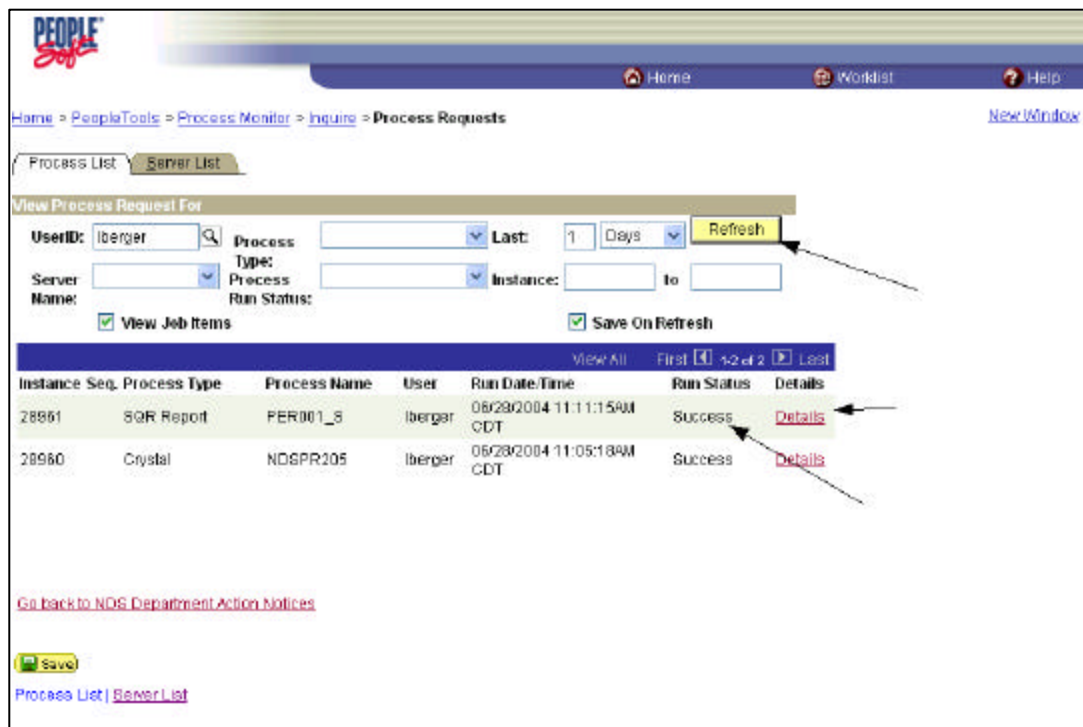
The screenshot shows the 'Process Scheduler Request' dialog box. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Department Action Notices'. Below the breadcrumb, there is a 'Process Scheduler Request' section. The 'User ID' is 'Iberger' and the 'Run Control ID' is '1'. The 'Server Name' is 'PSNT', 'Run Date' is '06/28/2004', 'Recurrence' is empty, 'Run Time' is '11:11:15AM', and 'Time Zone' is empty. There is a 'Reset to Current Date/Time' button. Below this is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', 'Type', and 'Format'. The table contains one row: 'Department Action Notices', 'PER001_8', 'SQR Report', 'Web', and 'PDF'. At the bottom, there are 'OK' and 'Cancel' buttons. Arrows point to the 'User ID', 'Run Date', 'Run Time', 'Type', 'Format', and 'OK' buttons.

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Department Action Notices	PER001_8	SQR Report	Web	PDF

When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.



At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

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Home Worklist Help

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process Detail

Process

Instance: 28961 Type: SQR Report
Name: PER001_S Description: Department Action Notices

Run **Update Process**

Run Control ID: 1
Location: Server
Server: PSNT
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time **Actions**

Request Created On: 06/28/2004 11:11:55AM CDT
Run Anytime After: 06/28/2004 11:11:15AM CDT
Began Process At: 06/28/2004 11:12:02AM CDT
Ended Process At: 06/28/2004 11:14:32AM CDT

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

Then click the report name below to view the report.

Report/Log Viewer

Instance: 28961 Type: SQR Report
Name: PER001_S Run Cntl ID: 1
Status: Success Submitted By: lberger
Server: PSNT Recurrence:

Department Action Notices

Name	Size	CreationDate
Trace File	187 bytes	Mon Jun 28 11:11:55 2004
PER001_S_28961.PDF	698913 bytes	Mon Jun 28 11:14:09 2004
Message Log	1558 bytes	Mon Jun 28 11:11:55 2004

The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.

